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16 August 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities
for Period Ending 16 August 19841. Progress Report on Tasks Assigned by the DCI/DDCI:25X1 No tasks assigned during this reporting period. 2. Events of Major Interest That Have Occurred During the Preceding Week:25X1 a. Hyman construction managers have informed the Agency that the temporary parking lot behind the Printing Plant will be ready for Agency occupancy in mid-September. Relocation of employee vehicles from West lot to the temporary lot will allow work on the parking deck to begin. 25X1 b. Agency and GSA representatives are in Detroit participating in the final design review for the last construction package which contains the plans for the erection of the office building. Current plans call for printing production of bid packages starting in September and an invitation to bid in October. 25X1 c. VEPCO Substation Failure: The VEPCO transformer that failed on 4 August 1984 was found to be too severely damaged to be repaired locally. The unit will be shipped to the factory for repairs, and a replacement unit will be installed in its place. It has yet to be determined how much time will be required to effect the replacement. Electrical service to the Headquarters Compound has not been interrupted. 25X1 d. Pedestrian Tunnel Repairs: The architectural and engineering (A&E) contractor, Dewberry and Davis, acquired plans of the existing installation from GSA during the week of 23 July 1984. The A&E contractor determined that sufficient site data was available from recent surveys to proceed with the tunnel assessment report.
S E C R E T

SUBJECT: Report of Significant Logistics Activities for
Period Ending 16 August 1984

Their evaluations were received on 13 August 1984 to review their recommendations and to select a course of action. Construction is scheduled to begin in early October and to be completed by mid-November 1984.

e. Renovations - Headquarters Cafeteria:

Representatives of four of the five contractors bidding on the cafeteria renovations were taken on a walk-through of the cafeteria by the contracting officer and two representatives of the Architectural Design Staff, Headquarters Operations, Maintenance, and Engineering Division/OL, on Monday, 13 August 1984.

f. New construction on the 4E Corridor for the return of the Office of Soviet Analysis/DI to Headquarters is 65 percent complete. The contractor has worked the last two Saturdays and plans to work the next two Saturdays and Sundays. All work is expected to be completed by 29 August 1984.

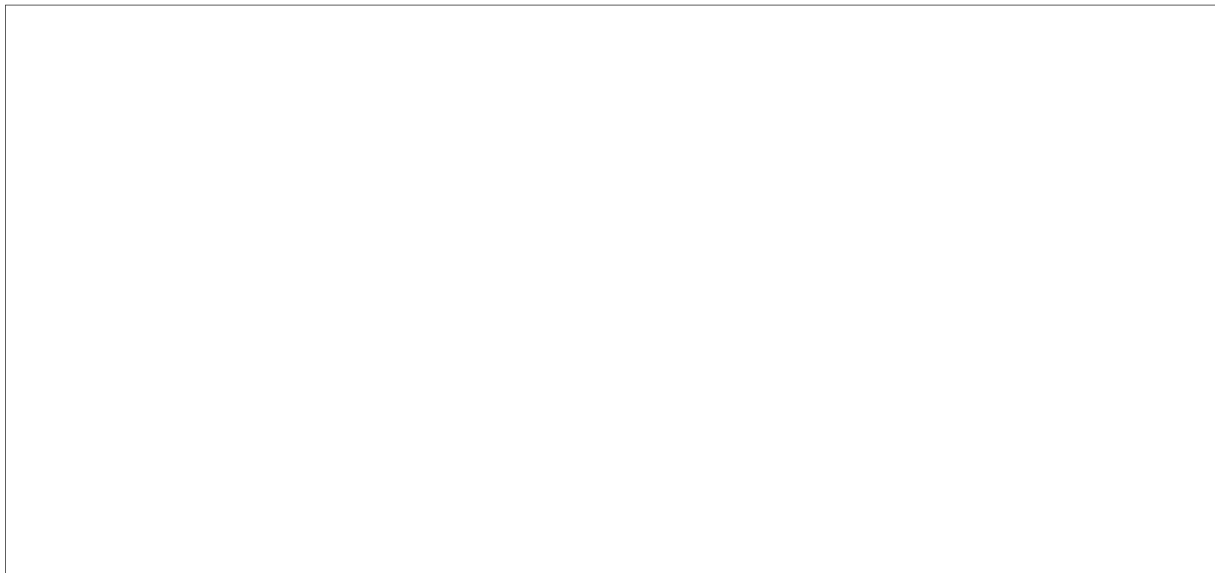
The contractor is continuing demolition as space for SOVA becomes vacant in the 5E Corridor. Final drawings and specifications for renovations were delivered to the contractor on 31 July 1984 for a cost proposal, which is due on 15 August 1984.

g. Building: The heavy rains have caused flooding of the underground parking garage in Building and resulted in water damage to several automobiles owned by Agency employees.

i. a Logistics Officer, has been selected as the Agency's representative for the Combined Federal Campaign Loaned Executive Program. will be assigned to the Combined Federal Campaign for a full-time assignment during the period August-December 1984.

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Period Ending 16 August 1984

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1. Excess Property: In an effort to keep up with the increasing flow of excess property being turned in for redistribution or disposal, four Central Depot employees spent 8 hours Saturday, 14 August, preparing materiel for disposal through GSA [redacted]. As a result, 3,900 cubic feet of rack storage space was cleared. A trailer load of excess safes and furniture was sent to GSA, and 22 boxes of sensitive equipment (504 cube, 8,667 lbs) were packed for transport [redacted] [redacted] for secure disposal. [redacted]

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m. Wallpaper for the DCI's Dining Room: On 8 August 1984, General Purchasing Branch, Procurement Division/OL, received a priority requirement for wallpaper for the DCI's dining room. The contractor, United Painters and Decorators, Incorporated, was contacted on that date and came in to measure the area on 13 August 1984. A confirming telephone order was placed on 13 August, and the contractor advised that he will install the wallcovering between 24 and 26 August 1984, assuming he can get the paper. The plant has promised to deliver the paper in time to complete the job. [redacted]

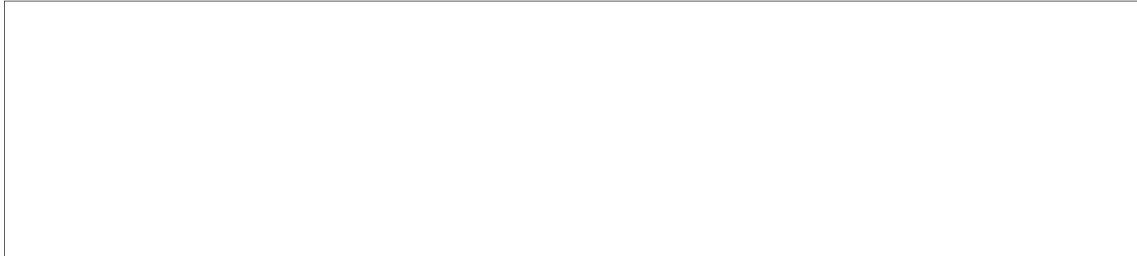
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O. Photography Support: The Graphic Design Group's Motion Picture and Television Section (MPTV), Printing and Photography Division/OL, has been auditioning overt Agency employees for an upcoming video tape to be produced by the MPTV Section for the Office of Personnel. The Director of Personnel was shown a black-and-white video tape of the auditions and was extremely enthused about the project. 

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